



NOTICE OF VACANCY

JOB TITLE:	Property Appraiser I (Land Appraiser)
DEPARTMENT:	Tax Assessor
SALARY:	\$30,569.35
CLOSING DATE:	January 17, 2007

MAJOR DUTIES:

Reviews and posts land sales and revalues existing parcels to help ensure equity.
Conducts on-site evaluations of parcels in response to returns and appeals filed by taxpayers.
Interprets deed information related to ownership and other pertinent changes.
Assists with questions concerning particular land valuations, property ownership, location, zoning, and other inquiries. Prepares assessment change orders. Defends values before Board of Equalization. Processes and verifies Conservation Use and Preferential Assessment Cases.
Serves as resource to subordinate personnel.

MINIMUM QUALIFICATIONS:

Education: High School diploma, trade school, or equivalent level of education.

Experience: 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship .Considerable knowledge of Georgia law pertaining to taxation of residential, commercial, industrial, and agricultural land, income, cost, and market valuation methods, valuation techniques, methodologies, market trends, changing land values, construction costs, and material costs in the County. Familiarity with state and county laws, rules and regulations regarding property tax and appraisal methods, and departmental policies and procedures. Proficiency in mathematical and geometrical calculations, reading and interpreting maps and deed information, statistical applications, and researching deeds and plats. Mastery of operating computer, aerial photography equipment, blueprint machine, drafting equipment, measuring devices, and standard office equipment .Good communication skills, both oral and written .Demonstrated ability to work independently. Must successfully complete at least 40 hours of training as specified by the Department of Revenue during each two years of tenure as staff appraiser .Possess or have ability to pass the Appraiser II examination and be certified by the Georgia Department of Revenue as an Appraiser II as prescribed by law within 12 months of the date of assuming this position .Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated. Must not be less than 21 years of age.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

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We do not discriminate on the basis of Race, Religion, Color, Gender, Age, National Origin or Disability.